

Retention and Classification Report

Agency: Juvenile Court (Third District) (546)

450 South State Street
P.O. Box 140431
Salt Lake City, UT 84114-0431
801-238-7734

Records Officer

03607	Case files
04080	*Case files indexes
04078	*Case registers
04079	*Child support cases register
04727	*Correspondence
04081	*Docket book
03649	*Expunged case files
02840	*Minute books
20318	Tooele County legal case files
20344	Tooele County social case files

AGENCY: Juvenile Court (Third District)

SERIES: 3607

3

TITLE: Case files

DATES: 1905-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files document juvenile cases heard in the Third District Juvenile Court.

RETENTION:

Retain 28 years after birth year of subject.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject turns twenty one and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

Microfilm duplicate: Retain in Office for 28 years after birth date of subject of record and then destroy.

APPRAISAL:

Administrative

Records have temporary administrative value and may be destroyed according to retention schedule.

AGENCY: Juvenile Court (Third District)

SERIES: 3607

TITLE: Case files

(continued)

PRIMARY CLASSIFICATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03(9)

AGENCY: Juvenile Court (Third District)

SERIES: 4080

3

TITLE: Case files indexes

DATES: 1912-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9) , CJA

AGENCY: Juvenile Court (Third District)

SERIES: 4078

3

TITLE: Case registers

DATES: 1947-1955; 1907-1908.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9), CJA

AGENCY: Juvenile Court (Third District)

SERIES: 4079

3

TITLE: Child support cases register

DATES: 1927-1930.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

PRIMARY CLASSIFICATION:

Exempt Restricted for 100 years according to Bill Parker

AGENCY: Juvenile Court (Third District)

SERIES: 4727

3

TITLE: Correspondence

DATES: i 1916-1941.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03(9). CJA

AGENCY: Juvenile Court (Third District)

SERIES: 4081

3

TITLE: Docket book

DATES: 1930-1939.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Juvenile Court (Third District)

SERIES: 3649

3

TITLE: Expunged case files

DATES: 1964-1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Juvenile Court (Third District)

SERIES: 2840

3

TITLE: Minute books

DATES: 1909-1929.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.3 (9) , CJA

AGENCY: Juvenile Court (Third District)

SERIES: 20318

3

TITLE: Tooele County legal case files

DATES: 1972-

ARRANGEMENT: Chronological by date of birth, thereunder alphabetical.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files document juvenile cases handled by the juvenile court.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject of record turns 21 years of age and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03(9), CJA

AGENCY: Juvenile Court (Third District)

SERIES: 20344

1

TITLE: Tooele County social case files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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